

Village of Blissfield Construction Board of Appeals

Rules of Procedure

Adopted February 14, 2022

1. Officers.
 - a. The Village's Zoning Administrator shall serve as the Secretary of the Board but shall not have a vote in matters before the Board.
2. Duties of Secretary.
 - a. To take and keep and make available the proposed and final minutes of all meetings of the Board.
 - b. To give or serve all notices required by law and such other notices as may be directed by the Board.
 - c. To distribute the agenda for all meetings of the Board.
 - d. To be custodian of the Board's records, which shall be available for public inspection.
 - e. To inform the Board of correspondence relating to business of the Board and the direction of the Board to respond thereto.
 - f. To sign documents and letters as directed by the Board.
3. Regular Meetings.
 - a. Regular meetings of the Construction Board of Appeals shall be held in Village Hall at such times as the Building Official determines necessary to handle variance and/or interpretation requests. Sufficient public notice, thereof, as required by law, of the meetings shall be made. At such meetings, the Board shall consider all matters properly brought before it.
4. Quorum.
 - a. At any meeting of the Construction Board of Appeals, quorum shall consist of a majority of the voting member of the Board. No action shall be taken in the absence of a quorum except to adjourn the meeting to a subsequent date. A majority of the members are required to take action.
5. Voting.
 - a. At all meetings of the Construction Board of Appeals, each member attending shall be entitled to cast one vote. Voting on all hearing requests and other matters upon which the Board is required to pass pursuant to law, shall be by roll call vote, which shall be reported in the minutes.
6. Disclosure.
 - a. In the event that any member of the Construction Board of Appeals shall have a personal interest of any kind in a matter then before the Board, he or she shall disclose his or her interest and be disqualified from voting upon the matter and the Secretary shall so record in the minutes that no vote was cast by such member.
7. Conduct of Meetings.

- a. All meetings of the Construction Board of Appeals shall be open to the public. The order of business at the meetings shall be as follows:
 - i. Call to Order
 - ii. Approval of the Agenda
 - iii. Approval of the minutes of previous meeting
 - iv. Public hearing(s) and deliberation(s) and determination(s)
 - v. Miscellaneous Business and Comments from Board Members
 - vi. Announcements
 - vii. Adjournment
 - b. Speakers other than members, after being recognized, shall commence by identifying themselves by name and address, which shall be reported in the minutes.
- 8. Robert's Rules of Order.
 - a. All meetings of the Construction Board of Appeals shall be conducted in accordance with Robert's Rules of Order, except as provided by Ordinance or these by-laws.
- 9. Amending Rules of Procedure.
 - a. These Rules may be amended at any meeting of the Construction Board of Appeals. Any amendment to these rules shall not take effect until it has been approved by the Blissfield Village Council.
- 10. Request for Hearing.
 - a. Any property owner, developer, architect, contractor, or his or her agent may request a hearing for a variance from or interpretation of any provision of the Village's building, electrical, fire, mechanical or plumbing code, or for any other matter authorized by the Blissfield Village Code.
- 11. Findings of Fact.
 - a. Following the hearing of the Board, a member of the board shall make proposed findings of fact. If approved by a majority of the Board, these findings shall form the basis of any action taken by or decision made by the Board. A finding of fact shall consist of any fact or circumstance which will be relied upon by the Board in its determination and shall be based upon the evidence and testimony presented to the Board. Findings of fact and decisions based on those findings shall be recorded in the minutes of the meeting.
- 12. Decisions.
 - a. Within thirty (30) days after said hearing, the Secretary shall prepare the Board's written decision and mail it, by first class mail, to the owner and applicant. The decision shall be supported by specific findings of fact and shall be signed by the Building Official and shall advise the owner and applicant of the means provided by law for seeking review of the Board's decision.